# Indigenous Students - Do you want to work at the CRA?

#### Applications are reviewed on a first come first serve basis, so apply now!

Apply by	To work during
March 31, 2023	May-August 2023
July 3, 2023	September-December 2023

#### Who is the Canada Revenue Agency?

If you're studying Accounting you may already know a little bit about us, but you should also know that we are more than just taxes! Our students work in a variety of programs, including Scientific Research and Development, Human Resources, Client Services, Community Outreach, Information Technology and Criminal Investigations. Our jobs are a great place to improve your communication skills, learn to handle difficult situations and sharpen your written communication, no matter what you are currently studying.

"I first applied to the Canada Revenue Agency (CRA) through the Indigenous Student Employment Program in 2019 as a music major hoping to get an office summer job. I was nervous on my first day, but quickly realized that CRA has a great work environment. I feel supported by colleagues and management, I have an excellent work-life balance, and I feel fulfilled by my work. The CRA has provided me the flexibility to pursue my education goals while working with them. Three years later, I am still working for the Agency. I strongly encourage any Indigenous students to apply."

- Tyrell Loster Peitzsche (2022)

#### Job Opportunities for Indigenous Students

As part of our <u>Indigenous Student Employment Program</u>, you will join a community of Indigenous students who are working towards their education and career goals. When you apply to this staffing process, you are not applying to a specific job, but to an inventory. Our goal is to match you to a position that will allow you to develop your professional skills.

Through working at the CRA, you will:

grow your professional network,

- refine your skills and learn new ones,
- gain experience working in an office environment,
- have a work-life balance through flexible work hours; and
- do meaningful and valuable work that matters to Canadians.

## Eligibility

IMPORTANT: You must self-identify as an Indigenous person to be considered.

Canada Revenue Agency's <u>Indigenous Student Employment Program</u> is open to persons

Living in Canada or Canadian citizens living abroad
 If you are a Student with a work/study permit, you may apply. However, preference will be given to Canadian citizens and Permanent Residents who meet the essential requirements.

AND

2. Who self identify as Indigenous\*

\*An Indigenous person is a North American Indian or a member of a First Nation, a Métis or an Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

AND

3. Who are enrolled in full-time\*\* studies at a recognized post-secondary institution during Summer 2023 or Fall 2023

\*\*Students enrolled in studies on a part-time basis due to a disability that is recognized by their academic institution are also eligible to apply.

If you do not meet the criteria above, please visit <u>CRA Careers</u> for various job opportunities and the <u>Federal Student Work Employment Program</u> for student opportunities.

## How to Apply

1. Review the above eligibility requirements to ensure you meet all three criteria.

- 2. Create a Candidate Profile at <a href="https://www.canada.ca/en/revenue-agency/services/e-services/candidate-profile.html">https://www.canada.ca/en/revenue-agency/services/e-services/candidate-profile.html</a>
- 3. Select "Apply Online" at the bottom of the job posting.
- 4. Complete the mandatory questionnaires.
- 5. Attach your resume and proof of enrolment to your Candidate Profile.

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#### **Rate of Pay**

Your level of education will determine your classification and your student rate of pay:

- SU-02 College/CEGEP (\$18.90 to \$21.64)
- SU-03 University Undergraduate (\$20.80 to \$25.52)
- SU-04 Masters (\$28.57)
- SU-05 Doctorate (\$34.59)

#### **Work Locations**

This staffing process will be used to staff student positions in the following locations:

- British Columbia: Vancouver, Surrey, Victoria, Kelowna, Penticton & Prince George
- Alberta: Calgary & Edmonton
- Saskatchewan: Regina & Saskatoon
- Manitoba: Winnipeg

If you are residing elsewhere than within a commuting distance of the locations listed above, you will have to pay for any expenses related to your participation in this staffing process, as well as any relocation costs if you receive an offer of employment from this process.

Due to the COVID-19 pandemic, public health recommendations and restrictions are in place across Canada and may change as circumstances evolve. You may be required to temporarily work remotely (eg. from home). Further information will be provided if you are matched for a position.

### Want to know more?

We encourage you to read <u>Important information on staffing at the CRA</u> to find out more about staffing processes and how to apply.

We encourage you to visit the <u>Indigenous Student Employment Program (ISEP)</u> page for more information about the program, to read testimonials from students and to watch our video.

Information regarding the status of your application will be communicated via the candidate profile on the CRA Careers site. We strongly encourage you to verify the email address attached to your profile and to check your messages regularly for any updates. We also encourage you to read <a href="Important information on staffing at the CRA">Important information on staffing at the CRA</a> to find out more about staffing processes and how to apply. For a description of key terms used on CRA job notices, go to <a href="Definitions for job seekers">Definitions for job seekers</a>. For more information on staffing at the CRA and how to apply go to <a href="General information on staffing">General information on staffing</a>.

### **Contact**

Name: Aleena McLean, Indigenous Student Liaison

Email address: 93MNPISEP1G@cra-arc.gc.ca